

Montana State Library Commission Policy

Circulation

Montana State Library meets the information needs of Montana state government employees, ensures all Montana citizens have access to information created by their government, supports the role of all Montana libraries in delivering quality library content and services to their patrons, works to strengthen local community public libraries, ensures that Montanans who are visually or physically handicapped are provided access to library resources, and measures its successes by its patrons and partners successes.

Who May Borrow

- Montana state government employees and elected officials.
- Montana citizens through interlibrary loan to their local libraries or as walk-in patrons.

Library Cards

- Patrons need to complete and sign a registration form to receive a library card.
- Library cards need renewal every two years.
- If lost or stolen, a block is placed on the library card and a replacement is issued.

Checkout Periods

- MSL provides scan-on-demand requests for **state publications**. Scanned digital files are made available in the online catalog.
 - MSL does not provide printing service or external electronic storage devices for digital publications.
- Materials other than state publications circulate for 28 days.
 - Two 28-day renewals allowed unless item is requested by another patron.
 - In the interest of other patrons, we reserve the right to limit the number of items checked out at any one time.
- **Periodicals** circulate for 3 business days without renewals.
- **Reference books, newspapers and topographical maps** are for in-library use.

Holds

- Holds may be placed on checked-out items.
- Holds when returned will be sent to the requesting patron.

Overdue and Damaged Items

- Overdue notices will be sent to patron at 7-day intervals for 3 weeks.
- On the third overdue notice, patron will be charged for the replacement costs of unreturned items plus a \$20 processing fee.
- Patron will be charged for the replacement costs of damaged items plus a \$20 processing fee.